

# PROFESSIONAL CRE ENTIAL SERVICES, INC.



## South Carolina **BOARD OF BARBERING**

### **Barber Instructor** Candidate Handbook December 2015

## QUICK REFERENCE

### STEP ONE: COMPLETE ONLINE APPLICATION

- Read Candidate Handbook
- Submit required documents to PCS

### STEP TWO: TAKE EXAMINATIONS

- Schedule Theory Examination with PSI

### CONTACT INFORMATION

#### Professional Credential Services (PCS)

##### *Regular Mailing Address*

Attn: South Carolina Barbering  
P.O. Box 198768  
Nashville, Tennessee 37219-8768

##### *Courier Mailing Address*

Attn: South Carolina Barbering  
150 Fourth Avenue North  
Suite 800  
Nashville, Tennessee 37219

Customer Service: (888) 822-3272

Fax: (615) 846-0153

Email: [sccos@pcshq.com](mailto:sccos@pcshq.com)

Website: <http://www.pcshq.com>

#### PSI Exams

Scheduling: (800) 733-9267

Fax: (702) 932-2666

Website: [candidate.psiexams.com](http://candidate.psiexams.com)

#### South Carolina Board of Barbering

Department of Labor, Licensing, and Regulation

##### *Regular Mailing Address*

P.O. Box 11329  
Columbia, South Carolina 29211-1329

##### *Courier Mailing Address*

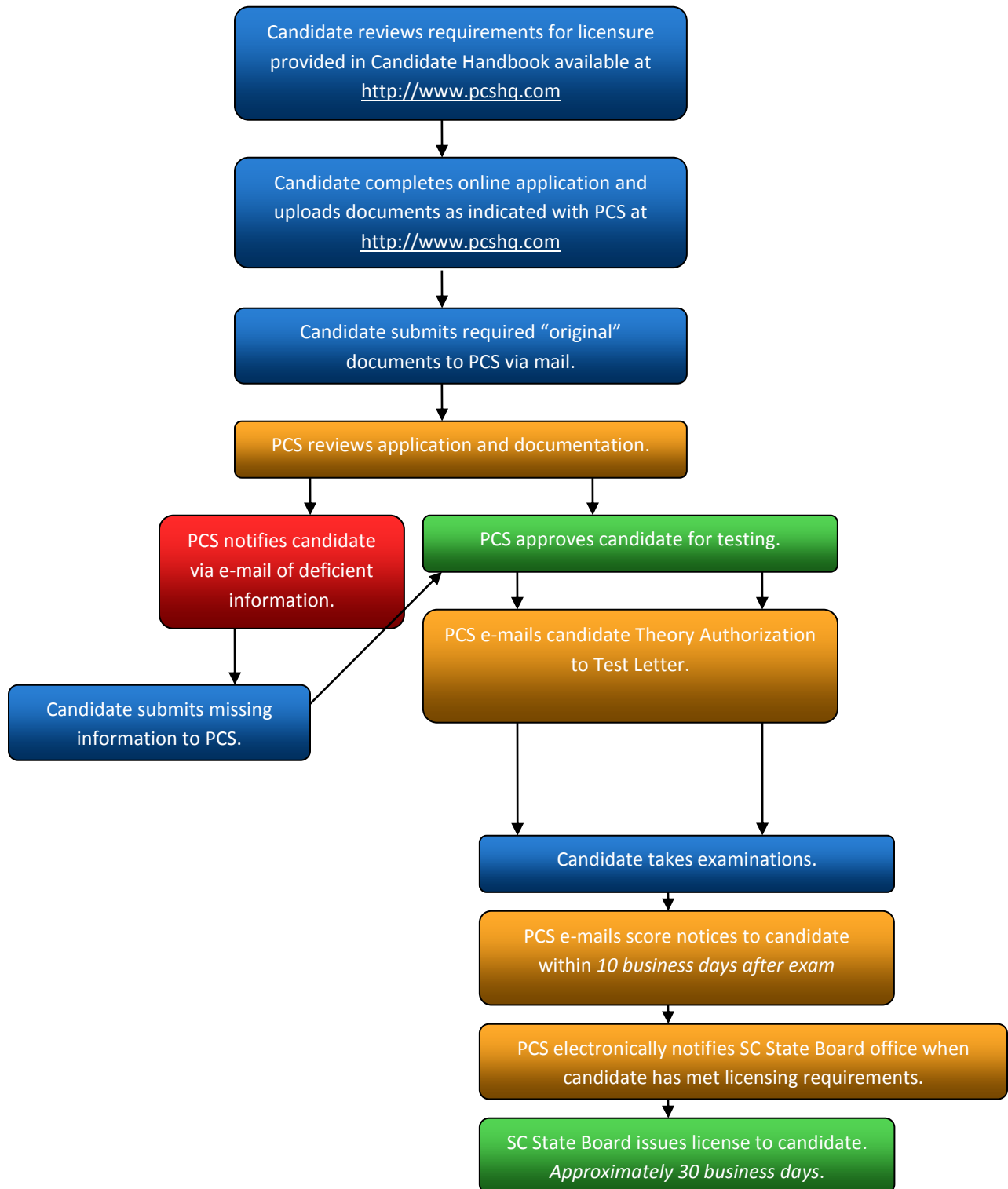
Synergy Business Park  
Kingstree Building  
110 Centerview Drive  
Columbia, South Carolina 29210

Telephone: (803) 896-4588

Fax: (803) 896-4484

Website: <http://www.llr.state.sc.us/POL/Barber/>

## Application Process



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## Introduction

The *Candidate Handbook* is intended to help you to prepare and to understand the processes and procedures for applying for licensure and for scheduling your examination(s). The South Carolina Board for Barbering (the “Board”) is responsible for licensing and regulating the profession of barbering in the State of South Carolina. The Board has contracted with Professional Credential Services (“PCS”) to provide administrative examination services. The Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology (“NIC”) examinations. PCS first requires that candidates submit an on-line Examination and License Application (“Application”). This is required to determine your eligibility for testing. Any questions regarding your application or eligibility should be directed to PCS. The State Board will have the final authority to approve the issuance of a license.

## State Licensure Requirements

In order to receive Instructor Barber license in the State of South Carolina, you must meet the following requirements:

1. Hold a current Registered Barber or Master Hair Care license for at least three years
2. Successfully completed the NIC theory examination.

## Foreign Credentials

Any foreign credentials are required to be evaluated by one of the following South Carolina Board approved services.

- |  |                |  |
|--|----------------|--|
| 1. Aequo International                   | 1-844-882-3786 | <a href="http://www.aequointernational.com">www.aequointernational.com</a> |
| 2. Educational Credential Evaluators     | (414) 289-3400 | <a href="http://www.ece.org">http://www.ece.org</a>                        |
| 3. International Consultants of Delaware | (215) 222-8454 | <a href="http://www.icdeval.com">http://www.icdeval.com</a>                |

## Examination Fees

Examination Type	First Time Fees (includes license)	Re-Exam Fees
Instructor Barber Theory	\$160.00	\$ 115.00

Fees may be paid online with a credit card (Master Card, Visa or Discover) or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until payment and all required information has been received by PCS.

## Refund Policy

Please carefully review this handbook and your state laws, rules and regulations prior to making payment.

**All fees are non-refundable.**

**! Candidates are especially encouraged to carefully review licensing requirements for testing PRIOR to completing an online application with PCS. If testing is not required, fees are non-refundable.**

## Special Accommodations

If you require special accommodations under the Americans with Disabilities Act, you must submit an ADA Request Form along with supporting medical documentation. You may download a copy of this form by going to the Form section of the South Carolina Instructor Barber page at <http://www.pcshq.com>.

## First Time Candidates

### Application Requirements

Once an online application has been completed with PCS, the following items must be submitted to PCS via mail, fax, email, or uploaded to your PCS Homepage.

1. A current 2" x 2" passport type color photo (selfies are not accepted).
2. Copy of Photo Identification Card – must be current, non-expired Driver's License, State Issued ID Card or US Issued Passport.
3. Copy of signed Social Security Card or letter issued by the Social Security Office.
  - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Affidavit of Eligibility – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))

\* All documents that require a notary seal may be uploaded to your PCS Homepage as long as the form is notarized with an ink stamp. If a raised seal is used by the notary public, then this document must be mailed to PCS.

! Should any document listed above be under a different name than the name provided on your application, legal documentation of name change (i.e. marriage certificate, divorce decree, petition for name change) must be either mailed, e-mailed to the South Carolina Coordinator, or up-loaded on your Homepage.

## Criminal Conviction

Information may be submitted via mail or you can up-load to your application by logging into your Homepage.

- If you have a conviction which occurred in the state of South Carolina, you must submit a SLED report which can be obtained by calling 803-737-9000 or visiting [www.sled.sc.gov](http://www.sled.sc.gov).
- If you have a conviction which occurred outside the state of South Carolina, you must submit a criminal history report from the local law enforcement office (in the state where the conviction occurred).

## Expired License

### How to Reinstate an Expired License

If you had an instructor license within the state of South Carolina, please contact the South Carolina Board office at (803) 896-4588.

## Endorsement License Requirements

**Method One:** No Examination Required. You must contact State Board Office at (803) 896-4588 for information on how to endorse your out-of-state license Barber license.

- You hold a current out of state Barber license for at least three years.
- You have passed the NIC theory examination.

**Method Two:** Must complete online application with PCS and take NIC Examinations with PCS.

- You hold a current out of state Barber license for at least three years.
- You have not passed the NIC theory examination

## Endorsement Application Requirements

### Method One

1. Contact the South Carolina State Board office at (803) 896-4500

### Method Two

Once an online application has been completed with PCS, the following items must be submitted to PCS via mail, fax, email, or uploaded to your PCS Homepage.

1. A current 2x2 passport type photo.
2. Copy of Photo Identification Card – must be current, non-expired Driver's License, State Issued ID Card or US Issued Passport.
3. Copy of signed Social Security Card or letter issued by the Social Security Office.
  - If card denotes "valid for work only with DHS authorization," a copy of the front & back of a Permanent Resident Card or US Work Authorization Card must also be submitted.
4. Affidavit of Eligibility – Must be notarized\* (See FORMS section at [www.pcshq.com](http://www.pcshq.com))
5. Health Form (See Form Section on the PCS webpage)
  - Must show negative 5TU-PPD Tuberculin Test and/or chest x-ray taken within a year of application date.

**Verification of Licensure** – required for methods two.

- Original verification letter must be mailed directly from the State Board office to PCS.



## PCS Account Set-Up

Before you are able to complete an online application with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

Before you are able to complete an online application with PCS, you must first become a registered user within the website. To do so, please follow the steps below.

1. Go to <http://www.pcshq.com>
2. Click **Candidates**
3. Click **Cosmetology & Barbering**
4. Click **South Carolina**
5. Click **Instructor Barber under Barber Related Professions**
6. Click **Application Process (First Time)**
7. *Creating a PCS Account (first time users only)*; enter valid, unique e-mail address, your first and last name, date of birth, and Social Security number.
8. Enter RECaptcha information as prompted; click **Create Account**
9. Check your e-mail account for a PCS system generated e-mail.
10. Click link in e-mail to verify account information and create PCS password.
11. Click **Enable Account**

### New Professional Credential Services Account

By signing up for a free account, you can access your application and licensing information.

**To access your information online, please create your personal account. You MUST use a unique e-mail address for electronic communication and account verification. Please DO NOT use your school instructor's e-mail address. This account is for applicants only.**

E-Mail Address

First Name

Last Name

Birth Date (m/d/yyyy)

**If you have applied with Professional Credential Services before, please provide the following in order to retrieve your records.**

Social Security Number

**Please enter the RECaptcha information below**

1. 9. 1

Type the text

Privacy & Terms

no CAPTCHA™

stop spam.

read books.

Create Account

## PCS Application

Once you have created your PCS account, you are then ready to complete the online application. To do so, please follow the steps below.

1. Complete steps 1-6 listed above.
2. Enter e-mail address and password provided during account set-up.
3. You are now in the online application; select appropriate license type (i.e. Instructor Barber).
4. Continue with online application until all required fields have been completed.
5. Select Payment Option\*.
6. You may up-load your 2x2 photo and required documents that are allowed to be a "copy." Original required documents must be mailed.

\*You can provide a credit card in order to pay your fees online or call 1-888-822-3272 in order to submit your fees via money order or certified check by requesting an invoice. Your application will not be considered complete until all required documents and payment have been received.

- You must complete the online application using your legal name – the name which appears on your current government issued photo identification (i.e. Driver's License).
- A unique e-mail address must be provided to create a PCS Account (i.e. more than one user cannot provide the same e-mail address).

GWENDOLYN NEILON's Home Page

**Your Profile**

ADD STATE APP#  
ADD LICENSE NUMBER  
ADD LIC EXPI DATE  
ADD APP EXPI DATE  
Applied 11/01/2013  
Most recent application: 11/01/2013  
Status: Approved

**Documents**

Application Form 11/01/2013  
Online  
Application 11-01-2013.pdf  
Last Changed 11/01/2013

SC Master Hair Care App  
Notarized  
Document.pdf  
Last Changed 11/08/2013

Deficiency E-mail - 11/1/13  
Original  
Deficiency E-mail.pdf  
Last Changed 11/01/2013

Photo from Application  
Personal Photo  
Photo.jpg  
Last Changed 11/08/2013

**Active Applications**

South Carolina  
Barber Master Hair Care Specialist  
Application Approval Requirements ADD

**Pending Examinations**

South Carolina Master Hair Care Specialist Practical  
Exam Date: 12/09/2013  
Testing at: Columbia Area (bar)  
App Date: 11/01/2013  
Schedule application date: 11/01/2013  
Waiting for scheduling

**Activity Log**

Last 30 Days

Emma Nov 12 2013 9:21am General Information  
SYS Nov 08 2013 2:38pm ATT E-Mailed (Theory)  
Susan Nov 08 2013 1:43pm Final Review Resolved  
Susan Nov 08 2013 1:43pm TRAINING AFFIDAVIT/VERIF OF LICENSURE Resolved  
Susan Nov 08 2013 1:43pm Document Uploaded  
Susan Nov 05 2013 2:25pm AFFIDAVIT OF ELIGIBILITY Resolved  
Patricia Dean Nov 04 2013 9:05am New file uploaded  
Patricia Dean Nov 04 2013 9:05am Document Uploaded  
Susan Nov 04 2013 8:54am HEALTH FORM Resolved  
Susan Nov 04 2013 8:43am Coordinator Review Resolved  
America Nov 04 2013 8:42am General Information  
America Nov 04 2013 8:40am CC Payment - \$10.00  
Susan Nov 04 2013 8:40am Limited COPY OF H.S. DIPLOMA  
Susan Nov 04 2013 6:39am COPY OF SIGNED SOCIAL SECURITY CARD Resolved  
Susan Nov 04 2013 6:39am COPY OF PHOTO ID CARD Resolved  
Susan Nov 01 2013 4:26pm Document Uploaded  
Susan Nov 01 2013 4:26pm Coordinator Review Resolved  
Susan Nov 01 2013 4:21pm AFFIDAVIT OF ELIGIBILITY Still Pending  
Susan Nov 01 2013 4:30pm HEALTH FORM Still Pending  
Susan Nov 01 2013 4:30pm TRAINING AFFIDAVIT/VERIF OF LICENSURE Still Pending  
Susan Nov 01 2013 4:30pm 2x2 PHOTO Resolved  
Susan Nov 01 2013 3:39pm General Information  
LaTonia Nov 01 2013 3:35pm Check Payment of \$165.00

**Receipts**

South Carolina State Board Requirements  
11/01/2013 Check \$165.00  
REPRINT  
ISSUE REFUND

South Carolina State Board Requirements  
11/04/2013 Credit Card \$10.00  
Paid 11/04/2013  
REPRINT  
CREATE DATA DOCUMENT  
ISSUE REFUND

**E-Mails Sent**

Last 30 Days  
11/08/2013 02:40pm-Theory Exam Notification: GWENDOLYN NEILON

Send Email  
GENERAL EMAIL

## PCS Candidate Homepage

### Logging into your Homepage

1. Go to <http://www.pcshq.com>
2. Click **Client Portal**
3. Enter e-mail address and password
4. Click **Log In**



The screenshot shows the login interface for Professional Credential Services, Inc. At the top, there is a dark blue header with the company logo. Below the header, the main content area has a white background with a large, faint watermark of the company logo. The title "Log into your account" is centered. There are two input fields: "E-Mail Address" and "Password". To the right of the "E-Mail Address" field is a small orange border. Below the "Password" field is a "Log In" button. Below the input fields, there is a note: "\*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here.](#)". At the bottom, there is a link: "If you have not previously created a PCS account please go to your [profession and state home page.](#)".

PROFESSIONAL  
CREDENTIAL  
SERVICES, INC.

### Log into your account

E-Mail Address

Password

\*If you have forgotten your password or you have received an email from PCS instructing you to create your password, [Click Here.](#)

If you have not previously created a PCS account please go to your [profession and state home page.](#)

## Application Status

You may check the status of your online application 24/7 by logging into your PCS account. As items are received, green check boxes will appear under the Application Approval Requirements section of the Active Applications box.

**Active Applications.**

South Carolina  
Barber, Registered Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 10/30/2013  
Most recent application: 10/30/2013  
Status: Paid. Waiting for review.

**Application Approval Requirements [ADD](#)**

<input type="checkbox"/> ?	<a href="#">Coordinator Review</a>
<input checked="" type="checkbox"/>	<a href="#">APPLICATION</a>
<input type="checkbox"/> ?	<a href="#">2X2 PHOTO</a>
<input type="checkbox"/> ?	<a href="#">FORM 1 ID (W/PHOTO)</a>
<input type="checkbox"/> ?	<a href="#">HEALTH FORM</a>
<input type="checkbox"/> ?	<a href="#">TRAINING AFFIDAVIT</a>
<input type="checkbox"/> ?	<a href="#">AFFIDAVIT OF ELIGIBILITY</a>
<input type="checkbox"/> ?	<a href="#">Final Review</a>

## How do I know if my application is approved?

If an application has been approved, a green check will appear in the Final Review Box under Active Applications.

**Active Applications.**

South Carolina  
Barber, Master Hair Care Specialist  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 11/01/2013  
Most recent application: 11/01/2013  
Status: Approved.

**Application Approval Requirements [ADD](#)**

<input checked="" type="checkbox"/>	<a href="#">Coordinator Review</a>
<input checked="" type="checkbox"/>	<a href="#">2X2 PHOTO</a>
<input checked="" type="checkbox"/>	<a href="#">COPY OF PHOTO ID CARD</a>
<input checked="" type="checkbox"/>	<a href="#">COPY OF SIGNED SOCIAL SECURITY CARD</a>
<input checked="" type="checkbox"/>	<a href="#">TRAINING AFFIDAVIT/VERIF OF LICENSURE</a>
<input checked="" type="checkbox"/>	<a href="#">AFFIDAVIT OF ELIGIBILITY</a>
<input checked="" type="checkbox"/>	<a href="#">HEALTH FORM</a>
<input checked="" type="checkbox"/>	<a href="#">Final Review</a>

[VIEW APPLICATION FORM](#)

## Reprinting Documents

You may reprint information concerning your examinations, payment receipts, and/or scores by logging into your Homepage.

- Click **Print Score Notice** option next to item you wish to reprint a score notice

South Carolina Cosmetology Theory Score Loaded 09/03/2013 Test Date: 08/28/2013 Score: 84.00% PASS	<a href="#">PRINT SCORE NOTICE</a> <a href="#">CHANGE SCHOOL</a>
---	---

- Click **Reprint** option next to item you wish to print a receipt.

Receipts	
South Carolina Board of Cosmetology 07/30/2013 Check \$165.00 Paid 07/30/2013	<a href="#">REPRINT</a>

## Examination Rescheduling

If you have missed or failed an examination, you may reschedule online with a credit card by logging into your Homepage.

- To reschedule theory examination, click **Theory Reschedule** under the Active Applications box.

**Active Applications.**  
South Carolina  
Barber, Registered Barber  
[ADD STATE APP#](#)  
[ADD LICENSE NUMBER](#)  
[ADD LIC EXP DATE](#)  
[ADD APP EXP DATE](#)  
Applied 04/16/2012 FT  
Most recent application: 07/18/2013  
Status: Approved.


**Application Approval Requirements [ADD](#)**  
[Coordinator Review](#)  
[Final Review](#)

 **[VIEW APPLICATION FORM](#)**  
 **[RESCHEDULE THEORY](#)**

## Application Approval Process

Once an online application has been completed (payment has been made), the coordinator will receive notification and a system generated e-mail will be sent to your e-mail to confirm the successful completion of your application. PCS will review your application and enter any requirements which may be pending (i.e. Training Affidavit, High School Education, etc.) no later than three business days. *If documents are submitted after the online application has been completed, PCS will enter those as received no later than three business days of receipt.*

- If PCS receive an application or a required document which is incomplete or completed incorrectly, PCS will notify you via e-mail and your file will remain pending until all necessary information has been received.

## Examination Notification

Once your application has been approved, PCS will forward the following notifications via e-mail.

1. A Theory Authorization to Test (ATT) letter will be sent via e-mail within one business day.

**!** If you do not receive any e-mails within the time frame listed above, it is your responsibility to check your PCS account and reprint this information. If you are unable to access your account, it is your responsibility to contact PCS at (888) 822-3272.

## Examination Scheduling

### Theory Examination Scheduling

Once you have received your ATT letter, you must contact PSI to schedule your theory appointment.

- Schedule online – <http://www.psiexams.com>
- Schedule with PSI representative at (800) 733-9267 (Monday – Friday 7:30 AM to 8:00 PM EST, Saturday 11:00 AM to 5:00 PM EST)
- Schedule with PSIs Interactive Voice Response System during non business hours at (800) 733-9267.

## Rescheduling Policy

You may reschedule your theory examination without forfeiting your fee by contacting PSI at least 2 business days prior to your scheduled date. You may call (800) 733-9267 or fax (702) 932-2666. You may also use the automated system using a touch-tone phone (24 hours a day) to cancel or reschedule your examination.

## Examination Day Requirements

### What do I need to take with me to the examination?

- ATT Letter (theory)
- A current 2" x 2" passport type color photo (selfies are not accepted)
- Two (2) forms of identification – one form must be a government issued photo ID (see below)

**!** If you fail to bring these items, you will not be permitted to test and a rescheduling fee will be required.

### Acceptable Forms of Identification

Both forms of Identification must be listed under the name which you applied.

#### Primary ID (current, non-expired Governments Issued ID)

- State issued Driver's License
- State issued Identification Card
- US Government issued Passport
- US Government issued Military Identification Card
- US Government issued Alien Registration Card

#### Secondary ID (signature, non-expired)

- Credit Card or Debit (ATM) Card
- Social Security Card
- US issued Birth Certificate
- An alternate form of Primary ID (i.e. if you have a Driver's License, you can bring your US Passport as a Secondary ID)

**!** Student ID and employment ID are NOT acceptable forms of Identification.

**!** If you fail to bring proper identification or your names do not match, you will not be permitted to test and a rescheduling fee will be required.

### Arrival

**!** You must arrive at the test center at least thirty (30) minutes prior to your examination for registration. If you arrive past your examination time, you will not be permitted to test and a rescheduling fee will be required.



## General Examination Policies

### Security Policy

Suspected security breaches during the theory examination, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the Board. The Board will make all final decisions on examination score invalidations or cancellations. **No visitors, guests or children are allowed in the test center.**

### Copyrighted Examination Questions

No food, beverages, purses, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, computers or computerized devices, iPods, radios, recording devices, portable fax machines, cellular telephones, calculator watches, reproduction equipment, smoking or the use of tobacco are strictly prohibited in the examination room. Failure to comply with any of these conditions will result in you being dismissed immediately, and your actions reported to the proper authorities. PCS is not responsible for **any** personal items brought to the examination site.

### Environmental Distracters

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distracter. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site.

## Examination Results

### Score Notices

An official score notice will be e-mailed to you at least ten business days after your examination date. *An unofficial pass or fail notice will be provided to you by PSI after you take the theory examination.* If you do not receive an e-mail within this time frame, you may print a score notice by logging into your PCS account.

### State Score Requirements

The minimum score required to pass the theory is 70. If you fail an examination, PCS will provide a strengths and weakness report (located at bottom of score notice) and information on how to re-apply online.

### State Score Requirements

Once all required examinations have been passed, PCS will perform a final review of your application. If all required documents are on file, PCS will forward your application to the South Carolina Board Office so that they can review and process your license.

## Change of Information

### Directions

Complete the following form – all applicable areas of this form should be completed in order for PCS to properly locate and updated your account.

*If you need to update your name, you must provide a copy of your marriage certificate, divorce decree or other court documentation that confirms your name change.*

**Fax:** 615-312-3788

**Email:** [sccos@pcshq.com](mailto:sccos@pcshq.com)

**Print your name as it appears on your Application below.**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Print your updated name or address below.**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Print Social Security Number:** \_\_\_\_\_

**Sign and Date your Request:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Formal Complaints

### Directions

If you have a complaint regarding any aspect of the application and examination process, you must submit a formal written complaint. Complaints regarding examinations must be mailed or emailed to PCS within 48 hours of incident. Written complaint must include the following information.

- First and Last Name
- Last four digits of Social Security Number
- State in which you are applying for a license
- Examination Date & Location if applicable

### Send Complaint to:

1. Email: [sccos@pcshq.com](mailto:sccos@pcshq.com)
2. Professional Credential Services, Inc.  
Attn: South Carolina Barbering  
P.O. Box 198768  
Nashville, Tennessee 37219-8768

### Complaint Review Process

Upon receipt of your complaint, PCS will thoroughly review all necessary information. A reply will be sent to you within 5-7 business days.

# National Instructor Barber Written Examination

## Instructional Planning – 45%

### Understand the Curriculum Delivery Process

- ◇ Understand course outline
- ◇ Understand syllabus
- ◇ Understand components of a lesson plan (e.g., subject matter, time allotment for subjects, student activities, etc.)
- ◇ Develop lesson plans
- ◇ Define instructional outcomes (e.g., course goals, instructional objectives)
- ◇ Measure performance using goals and objectives (e.g., theoretical, lab/clinic)
- ◇ Evaluate levels of performance (e.g., comprehension, application)
- ◇ Orientate new students

### Understand Student Learning Styles

- ◇ Understand types of learners (e.g., kinesthetic, visual, audio)
- ◇ Apply types of learning styles (e.g., theoretical, lab/clinical application)

### Understand the Advantage and Purpose of Materials (e.g., technology, tools, and equipment)

- ◇ Select instructional materials (e.g., based on creating interest, increasing retention, lesson objectives, learning styles)
- ◇ Understand types of materials available
  - Printed (e.g., textbooks, handouts)
  - Audiovisual (e.g., flip charts, CDs, DVDs, transparencies)
  - Tools of the trade
  - Web-based technology (e.g., podcasts, Internet)
- ◇ Establish guidelines for effective use of materials in lessons

### Understand Assessment Methods of Student Learning

- ◇ Written
- ◇ Practical
- ◇ Oral

## Instructional Methods – 35%

### Utilize Methods of Instruction

- ◇ Lecture (e.g., formal, interactive, group process)
- ◇ Demonstration (e.g., role play, hands-on assignment)
- ◇ Discussion (e.g., question & answer, reflective, summarization, case/scenario study)

- ◇ Assignments (e.g., projects, homework, reports, resumes)
- ◇ Distance learning (e.g., Internet, web-based)

### Recognize Obstacles to Learning

- ◇ Identify obstacles (e.g., ability level, behavior)
- ◇ Adapt instructional practices to accommodate obstacles to learning

### Apply Communication Skills (e.g., lesson delivery)

- ◇ Verbal skills
  - Language skills (e.g., pronunciation, grammar, vocabulary)
  - Voice control (e.g., modulation, projection, tone)
- ◇ Non-verbal skills (e.g., body mechanics, facial expression)
- ◇ Listening skills (e.g., active listening)

### Utilize Time Management Techniques

### Assess Student Learning

- ◇ Implement steps in assessment
- ◇ Evaluate assessment results
- ◇ Understand reliability and validity of assessment results (e.g., assessment consistent with instruction)

## Classroom and Clinic Management – 20%

### Manage Learning Environment

- ◇ Physical environment
  - Organize classroom/clinic to promote learning (e.g., seating arrangement, instructional space)
  - Understand effect of physical environment (e.g., temperature, lighting, sound)
- ◇ Understand Instructor responsibilities as related to
  - Professional conduct (e.g., image, ethics, leadership)
  - Academic advising and counseling (e.g., attendance, progress reports)
  - Administrative responsibilities (e.g., recordkeeping, inventory)

### Maintain a Safe Learning Environment

- ◇ Promote safety procedures
- ◇ Observe universal precautions
- ◇ Maintain classroom control (e.g., enforce rules and routines)

## National Instructor Barber Written Examination

### Sample Questions

The sample questions are similar to those on the NIC Instructor Written Examination. Each question is followed by four options for an answer. Only one option is correct. Correct answers are listed following the sample questions.

1. A demonstration should be immediately followed by
  - a. student practice.
  - b. a change of subject.
  - c. a student rest period.
  - d. a complete lecture period.
2. The most important part of the instructor's responsibility is to create and develop student
  - a. organizations.
  - b. course of study.
  - c. extracurricular programs.
  - d. willingness and desire to learn.
3. If instruction methods are to be properly employed, they must be
  - a. flexible.
  - b. impersonal.
  - c. strictly enforced.
  - d. followed without deviation.
4. To be most effective, videos should be selected on the basis of
  - a. availability.
  - b. running time.
  - c. subject matter.
  - d. abilities of the students.
5. A properly organized workbook should be coordinated with the
  - a. curriculum.
  - b. lesson plan.
  - c. text material.
  - d. course of study.
6. The discussion method is useful because it develops
  - a. spirited review lessons.
  - b. student interpersonal relations.
  - c. ideas and expressions from students.
  - d. manipulative techniques and skills of students.
7. An instruction sheet is important because it gives pertinent facts about
  - a. clinic patrons.
  - b. tools and materials.
  - c. rules and regulations.
  - d. student attendance rules.
8. In planning a lesson, careful consideration must be given to the
  - a. objectives of the lesson.
  - b. student to instructor relations.
  - c. extracurricular activities.
  - d. various student organizations.

### Answer Key

1. a    4. c    7. b
2. d    5. a    8. a
3. a    6. c

## National Instructor Barber Written Examination

The National Cosmetology examination is the national licensure examination for Instructor, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology (NIC). The time allowed for this examination is 90 minutes.

### References

#### PRIMARY REFERENCES

(formerly referred to as Cosmetology References)

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Belmont, CA 94002-3098  
(800) 354-9706  
<http://www.cengage.com/us/#>

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1560 Sherman Avenue, Suite 700  
Evanston, IL 60201  
(800) 886-4247  
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#### SUPPORTING REFERENCES

(formerly referred to as Optional References)

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5 Maxwell Drive  
Clifton Park, NY 12065  
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